



Tenant Improvement Applications

Submittal requirements change October 1, 2003

Some tenant improvements applications require a planning review and a building review. Applications that require a Type I planning review will have new submittal requirements effective October 1, 2003.

Applications submitted on or after this date must include a narrative and diagram illustrating the location, use and gross square footage of all uses in the commercial, office or industrial building. The number and layout of existing parking spaces, including handicapped spaces must be submitted.

Applicants may find their realtors or leasing agents helpful in compiling these materials.

Applicants must submit four copies of the information.

If you expect to submit on or after October 1, 2003, please ask the Community Development Specialist for a copy of the new submittal requirements.

Thank you



DEPARTMENT OF COMMUNITY DEVELOPMENT

NEWS RELEASE

September 22, 2003

Improved processing of tenant improvements assists local business

Contact: Richard Carson, director
(360) 397-2375, ext. 4101: rich.carson@clark.wa.gov

As part of its Express Permitting program, the Clark County Department of Community Development has improved processing of tenant improvements. The department streamlined plan routing and is asking for information from customers that will shorten review times.

Each time a tenant moves between buildings or expands in a building the county has the opportunity to review the building plans. This assures that renters are making changes to buildings that are safe and that the uses meet parking requirements. "Safety of building occupants and customers is our first concern" said Lou Adams, Chief Building Official. "We also want timely review so commercial tenants can get on with the business of business" he added.

The new submittal requirements will ask potential tenants to provide a list of the other tenants in a building and a count of parking spaces. "Tenants will benefit from faster plan review and leasing agents will benefit from having a shorter timeline to lease and re-lease space" said Richard Carson, Community Development Director. "Everyone benefits from a simple change in the way we do business".

For more information, contact the Customer Service Center 397-2375 ext 4489. Copies are available on the county website www.clark.wa.gov.

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